

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT
AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
SPECIAL EVENTS COORDINATOR	\$11.82-\$19.22/HR/DOQ	9-26-2016
WEBER COUNTY GOLDEN SPIKE EVENTS CENTER - FULL-TIME WITH BENEFITS		

JOB SUMMARY Under the general guidance and direction of the Event Manager, will assist in the coordination of the events sponsored or co-sponsored by the GSEC and other events held at the GSEC.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Adheres to policies and procedures as set forth by the Weber County Commission. Prepares contracts, invoices, collects fees, develops layout and schedules commercial exhibitors for events. Assist in coordinating advertisements and promotional information for the events, including programs, posters, flyers, etc., as appropriate. Works with facilities crews on coordinating electrical, water and clean-up needs. Attends job related conferences and meetings. Develops sponsorship packages and works with businesses and the community for sponsorship monies toward the county events. The sponsorship program may include preparations of contracts and proposals. Distributes advertising material. Attends events, both daytime and evenings, seven days a week, when nature of the event warrants the coordinator's presence. Prepares event evaluation summaries and completes all paperwork for event file. May assist Event Manager with special projects, as assigned.

MINIMUM QUALIFICATIONS Two years of college or university training in business administration, public relations, political science, marketing, communications or a related field. AND Two years of experience in employee supervision, administration and/or finance. OR Any equivalent combination of education and experience.

Considerable knowledge of modern office practices and procedures; knowledge of effective supervisory techniques; knowledge of grounds facilities. Skill in the use of computer; skill in public relations; skill in typing at a rate of 40 words per minute. Ability to establish and maintain effective working relationships with employees, other agencies, and the public in a courteous, cooperative, and professional manner; ability to communicate effectively both verbally and in writing.

SPECIAL QUALIFICATIONS Must be adaptable to changing work hours depending on scheduled events. Must be able to work evenings, weekends and holidays. Must be on call 24 hours, one week prior and during the Fair. Must have a valid Utah Driver's License and a good driving record.

TOOLS AND EQUIPMENT USED Phone switchboard; personal computer including WordPerfect and Word; copy machine; fax machine; 10-key; mobile or portable radio.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be exposed to all types of weather conditions. The employee may occasionally be exposed to fumes or airborne particles. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

POSITION IS OPENED UNTIL FILLED
APPLICATION AVAILABLE AT AND MUST BE SUBMITTED TO:
Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND
TESTING REQUIRED